

To: Community Centered Board Executive Directors  
Community Centered Board Case Management Directors  
Program Approved Service Agency Executive Directors  
Clients/Guardians  
Stakeholders

From: Kara Johnson-Hufford, Section Manager - IDD Community Services  
Interim Branch Chief, Health Facility Quality

April 15, 2015

Purpose:

To provide Community Centered Boards, Program Approved Service Agencies (PASA), persons receiving services, guardians and stakeholders updated information regarding the ongoing integration of the Division for Intellectual and Developmental Disabilities' (DIDD) survey unit to the Colorado Department of Public Health and Environment.

Background:

As part of ongoing efforts to meet the intended results of HB-1294, the Program Quality unit of the DIDD transferred to the Colorado Department of Public Health and Environment (CDPHE) effective July 1, 2014. The transfer was completed in an effort to resolve areas of conflict and redundancy between programs, to eliminate dual oversight between departments and the overlap of responsibilities of services for persons with intellectual and developmental disabilities.

Procedure, Information and Contact:

**Unannounced Surveys**

As part of continued efforts to standardize processes across all provider types, surveys for the following Medicaid waivers will be changing to unannounced effective May 01, 2015:

- Home and Community Based- Persons with Developmental Disabilities (HCBS-DD)
- Home and Community Based- Supported Living Services (HCBS-SLS)
- Home and Community Based- Children's Extensive Support Services (HCBS-CES)

The survey lead will contact the agency administrator at the time of on-site arrival. The agency will be given a specific time frame by which they are requested to be available (e.g., typically within an hour). In order to best prepare for an unannounced survey, agencies are advised to maintain a consistently updated roster of persons served. Maintaining such a roster will enable the survey team to select a sample of persons to review in a more efficient manner, additionally reducing impact on the agency itself. An example roster is attached for your reference.

## Qualified Medication Administration Personnel (QMAP) Standardization

Following the move to CDPHE, ongoing efforts have been made to both upgrade and make more efficient the DIDD QMAP process. As part of such efforts, a standardized email address has been created for all related communication. Consequently, effective May 01, 2015, all DIDD QMAP inquiries, forms, nurse or student registration, etc. should be submitted to the following email address: [cdphe\\_QMAP\\_IDD@state.co.us](mailto:cdphe_QMAP_IDD@state.co.us). All DIDD QMAP related business needs should be completed via this dedicated email address.

Lastly, in case you are not yet aware, the DIDD QMAP personnel list is located and updated on an ongoing basis on the Department QMAP website. You can find the list located at: <https://www.colorado.gov/pacific/cdphe/medication-administrationqmap> under “DIDD QMAP Personnel List”. Please direct any questions or concerns to the contact below:

DIDD QMAP Coordinator

Health Facilities and Emergency Medical Services Division

Email: [healthfacilities@state.co.us](mailto:healthfacilities@state.co.us)

Email: [cdphe\\_QMAP\\_IDD@state.co.us](mailto:cdphe_QMAP_IDD@state.co.us)

Phone: 303.692.2836

## General Questions

Please feel free to call or email to discuss any questions or concerns you may have at the contacts listed below:

Kara Johnson-Hufford, Section Manager - IDD Community Services

Interim Branch Chief, Health Facility Quality

303.692.2808 or email [kara.johnson-hufford@state.co.us](mailto:kara.johnson-hufford@state.co.us)

Attachment: Survey Sample ROSTER EXAMPLE.4.13.15.xls

